



Oakland Transitional Grant Area (TGA)

COLLABORATIVE COMMUNITY PLANNING COUNCIL

"Serving Alameda and Contra Costa Counties"

Executive Committee Meeting MINUTES

Office of AIDS Administration,
1000 Broadway, 3rd floor, Oakland, CA 94607
Wednesday, August 10, 2016

Liam Galbreth, Co-Chair

Monica Cross, Co-Chair

I. CALL TO ORDER

The meeting was called to order by Co-Chair Monica Cross with introductions by the Committee members. A moment of silence was observed in honor of persons infected with and/or impacted by HIV/AIDS. Betty Ubiles read the Mission Statement.

MEETING ATTENDANCE

COMMITTEE MEMBERS PRESENT:

Loren Jones
Betty Ubiles
Liam Galbreth (Co-Chair)
Monica Cross (Co-Chair)
Phoenix Smith (OAA/Grantee)

COMMITTEE MEMBERS ABSENT:

Karen Schlein
Lois Bailey-Lindsey

Facilitation/Support Staff:

Shirley Prothro
Patricia Sweetwine

Guests:

(None)

II. AGENDA REVIEW AND APPROVAL:

Phoenix Smith requested an amendment to the Agenda to add "Reallocation of Funds" as a standard item. Betty Ubiles moved to approve the Agenda for the August 10, 2016 meeting with the standard item change included. Liam Galbreth seconded the motion. The *Action: 1608-EXEC-01* was approved unanimously.

III. MINUTES REVIEW AND APPROVAL:

Phoenix Smith requested one correction on Page 2 of the Grantee Report. (Last bullet information refers to a "National" focus on the ARIES/EMR situation. The reference should be changed to reflect a "State" focus.) Betty Ubiles moved to approve the



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July 13, 2016 Executive Committee Meeting Minutes with the correction requested.
Liam Galbreth seconded the motion. The *Action: 1608-EXEC-02* was approved.

UNFINISHED BUSINESS:

IV. GRANTEE REPORT

(Phoenix Smith, OAA Acting Director, presented highlights from her written report):

Highlights:

- The importance in OAA's continued participation in the Fast Track Cities Initiative with the City of Oakland was detailed.
- The Annual Progress Report has been completed and submitted to HRSA. Copies of the narrative portion are available for review by Committee members.
- The work on the final objectives of the Integrated Plan is progressing well (with Robert Whirry).
- In keeping with plans to improve communication and support among local service providers, some problems have already been noted - at 5 months into the fiscal year.
- The policy & procedures manual has been updated to include the medical transportation voucher requests. An upcoming meeting has also been planned to review these new procedures.
- OAA is developing an updated policies & procedures manual for all RW funded agencies - per our HRSA Project Officer's recommendation. There will be a mandatory contractors' meeting in November to cover the new information. A fiscal and program person from each agency will be required to attend.
- OAA will also begin to distribute 'management memos' to service providers, etc., in an effort to improve communication.
- There will be a Linkage to Care meeting/training on September 8th. San Francisco will provide a training on their Rapid ART program.
- ADAP has made an adjustment in its household income caps/percentages, resulting in no co-payment obligation for some consumers. As well, ADAP plans to provide new programs and services to assist persons with PrEP, medications, co-pays, deductibles, etc.
- ADAP is also transitioning from its former provider Ramsell to A.J. Boggs. There may be some usual problems as the process takes place, but Program Managers and ADAP staff can work through them.



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- The Implementation Plan was briefly reviewed (with several areas highlighted).

[There were comments and discussion about the needs, challenges, and diverse medical-related aspects of developing strategies to better define and support Home Health Care services.]

V. DISCUSSION: **OAA FY2016-17 REALLOCATION REQUEST - HOME HEALTH CARE SERVICES

(Added by previous amendment to the Agenda)

Phoenix Smith explained the request in detail. After further discussion, comments, and clarifications the Committee members requested a report back on additionally questioned points (for clarity), before rendering their final decision to the OAA request. Phoenix will attempt to gather the data and report back by the next Committee meeting or otherwise.

VI. STANDING COMMITTEES & MANDATED CATEGORY REPRESENTATIVES REPORTS *(Action Items Only)*

Membership - Betty Ubiles reported that the Committee will be interviewing three potential candidates for CCPC membership in September. As well, the Committee is planning some recognition for the hard work done by both Sweetwine Consulting Service and OAA for their ongoing support to the CCPC body and committees. Betty Ubiles also moved to approve the reinstatement of Nydia Morales to CCPC membership. Loren Jones seconded the motion. The *Action: 1608-EXEC-03* was unanimously approved.

Contra Costa County - *(Written report in packets)*

State OA - *(Written report in packets)*

PLWHA - Loren Jones presented an update on the Educational Luncheon Series. The Committee is also looking into health care issues for PLWHA (and others) in incarceration. There was a suggestion to draft a letter to the Board of Supervisors to inform them about the concerns of the CCPC concerning this important issue. Co-Chair Cross will develop the (draft) letter.

Quality Data - *(No Action Items)*

NEW BUSINESS *(Action Items)*



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(See Motion Appendix for VOTING details)

Monica Cross, Co-Chair

VII. ADMINISTRATIVE MECHANISM DISCUSSION FOR FY2016-2017

Patricia Sweetwine provided the facilitation, assisted by Kweli Gipson (via phone), both of Sweetwine Consulting Service - the Administrative Support Team for the CCPC. Patricia explained the overall process and gave historical background regarding this year's process. Written data was distributed for Committee members to review and follow.

When was the last time the evaluation was done?

Well, it was done in FY2015-2016 - for the providers and the CCPC members. However, the Grantee portion was not completed due to the transition of the Director at OAA.

If this is an evaluation of the administrative mechanism over the FY, and we are sending out surveys in the middle of the year, are we still capturing important data for the second half of the FY? Is this (evaluation) a contract requirement for service providers?

It is not a contract requirement for service providers. In the past, hard copies were distributed among the providers and CCPC members and later, via Survey Monkey. However, the response has been minimal for both.

So, is the Administrative Mechanism a requirement?

Yes it is - per HRSA. The logistics (how) are left up to the TGA.

Since there will be a Contractors' meeting in November, could we do it then?

Possibly, as an Agenda item, and set it up with gift cards perhaps.

[There was discussion concerning potential updates, date changes, the process, etc. for the FY2016-1017 data. November was noted as the (possible) new date to begin the Admin. Mechanism procedures, moving forward.]

VIII. AGENDA SETTING FOR AUGUST 31, 2016 CCPC ALLOCATION MEETING

The Committee members reviewed and discussed important points for inclusion on the general meeting Agenda for the upcoming allocations and ranking process.

IX. COMMUNITY/PUBLIC COMMENTS



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X. ANNOUNCEMENTS

(None noted)

XI. ADJOURNMENT

Co-Chair Liam Galbreth moved to adjourn the meeting. The motion was seconded by Betty Ubiles. The *Action: 1608-EXEC-04* was approved by unanimous vote.

Motion Appendix:

- **1608-EXEC-01: Motion Adopted**
Phoenix Smith requested an amendment to the Agenda to include/add "Reallocation of Funds" as a standard Agenda item. Betty Ubiles moved to approve the August 10, 2016 Agenda with the 'standard item' change included. Co-Chair Liam Galbreth seconded the motion.
- **1608-EXEC-02: Motion Adopted**
Phoenix Smith requested one correction on Page 2 of the Grantee Report. (The last bullet information refers to a "National" focus on the ARIES/EMR situation. The correct reference should be that there is a "State" focus on the matter.) Betty Ubiles moved to approve the July 13, 2016 Executive Committee Meeting Minutes; with the requested correction. Co-Chair Liam Galbreth seconded the motion.
- **1608-EXEC-03: Motion Adopted**
Betty Ubiles moved to approve the reinstatement of former CCPC member Nydia Morales. Loren Jones seconded the motion.
- **1608-EXEC-04: Motion Adopted**



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Co-Chair Liam Galbreth moved to adjourn the meeting. Betty Ubiles seconded the motion.